



# Public Events

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1. INTRODUCTION

1.1. Purpose

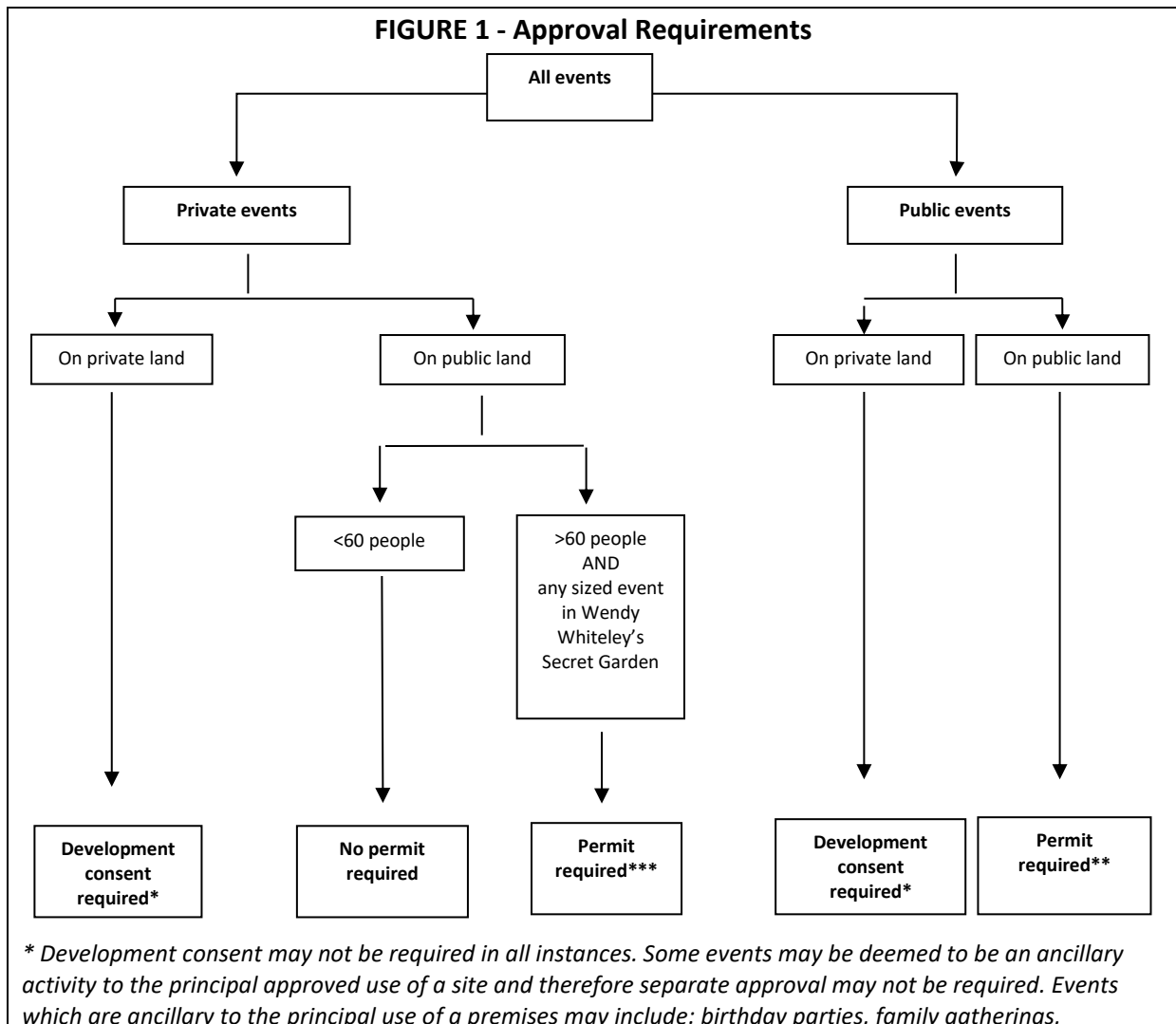
The purpose of these guidelines is to assist groups intending to hold a **public event in the North Sydney Local Government Area**. It details North Sydney Council’s requirements and regulatory procedures associated with planning and operating public events held in parks, open spaces or streets that are under the ownership and/or care and control of Council.

The guidelines in this document do not apply to the following types of events:

- private events on private land; or
- private events on public land; or
- public events on private land.

Please refer to Council’s Outdoor Community Events webpage for more information on these types of events.

Figure 1 below illustrates the general approval process for an event permit. Further clarification can be found at Section 1.2. Interpretation and Definitions.



weddings, etc. Please contact Council's Planning and Development Advisers on (02) 9936 8100 for further information.

\*\* A "Public Event Permit" is required under these guidelines.

\*\*\*Permit for Social Gathering in Parks and Reserves is required.

## 1.2. Interpretation and Definitions

### 1.2.1 What is an Event?

An **event** refers to an organised gathering of people, brought together for a common purpose.

### 1.2.2 What is a Private Event?

**Private events** are events attended through personal invitation, such as weddings, birthday parties and corporate functions.

Private events with a maximum of 60 people in attendance and held on public land are exempt from obtaining a permit from Council.

Private events with more than 60 people in attendance on public land, and all private events and activities held at Wendy Whiteley's Secret Garden, regardless of size, will require a *Social Gatherings in Parks and Reserves Permit* issued by Council. Please download the [Permit Application form](#) or phone Council's Bookings Team on (02) 9936 8100.

Please note, the guidelines in this document do not apply to private events. Read more about private event permits [here](#).

### 1.2.3 What is a Public Event?

**Public events** are events that may be attended by any member of the community.

Event organisers that want to hold a public event of any size on public land need to submit a [Public Event Permit application](#) and comply with the requirements set out in these guidelines.

### 1.2.4 What is an Event Organiser?

An **event organiser** is the legal entity responsible for the event, that is, the entity that has taken out public liability insurance for the event. The event organiser will have legal liability for the event and will be responsible for the risk management of the event, and the Work Health & Safety of the people who work on the event in both a paid and voluntary capacity.

All event organisers have a duty of care to provide a safe event. It is recommended that event organisers have recognised experience, skills and/or qualifications, although this is not currently a legal requirement.

### 1.2.5 What are Other Agencies?

For the purposes of these guidelines, the term **other agencies** refers to other regulatory bodies and service providers that may also need to issue a permit or be advised about the event.

## 2. APPLICATION PROCESS AND PERMIT

### 2.1. Public Event Permits

Event organisers wanting to hold a public event on Council owned/controlled land need prior Council approval. A **Public Event Permit** is required for all public events, regardless of size.

If you would like to hold a public event of any size, contact Council's Events Team on (02) 9936 8100 or [events@northsydney.nsw.gov.au](mailto:events@northsydney.nsw.gov.au) to receive guidance before you complete an application. A copy of the Checklist of Public Event Permit application is available in Section 4 of these guidelines and should be referred to when creating an application for Public Event Permit.

Council requires as much notice as possible to process an application as different operational areas may be affected by the event and other requirements may need to be coordinated. Please refer to minimum timeframes specific to the event categories below.

**Simple events**, which do not require road closures, infrastructure, approvals from other agencies or the assessment of noise impacts. Applications must be received with a minimum of one (1) month notice from the proposed event date.

**Detailed events**, which include road closures, infrastructure, noise impacts (including amplification and acoustical concerns) or multiple food outlets/stalls. Applications must be received with a minimum of three (3) months' notice from the proposed event date.

**Complex events**, which may include multiple sites, infrastructure, noise impacts (including amplification and acoustical concerns), run for several days duration, involve significant road closures, multiple food outlets/stalls, and substantial infrastructure. Applications must be received with a minimum of six (6) months' notice from the proposed event date.

As a general rule, Council seeks to give in principle support for a public event within six (6) weeks from receipt of the application so that event organisers know they can proceed with the planning process. However, final approval for any event will depend on all compliance documents being provided and appropriate approvals being given from other relevant agencies, such as NSW Police and Roads and Transport for NSW (TfNSW), in addition to Council.

A Council Events Officer will contact the applicant within five (5) working days of receiving the Public Event Permit Application.

## 2.2. Assessment Process

Council assesses applications against a range of criteria including:

- a) *The suitability of the event activity* - the type of activity that is planned will be reviewed against Council's policies, including the Public Events Policy, Plastic Free North Sydney, the Single Use Plastic Policy, any relevant Plans of Management, and the North Sydney Community Strategic Plan. Some examples of the principles included in these documents are:

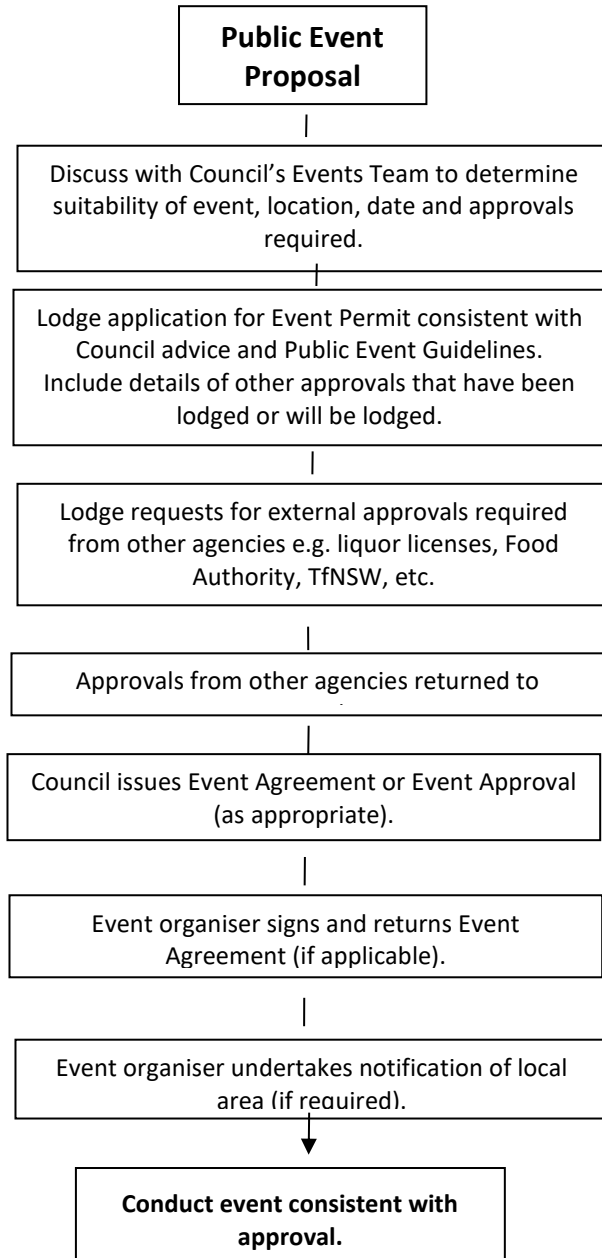
Environmental	<ul style="list-style-type: none"> <li>• Consider and manage the impact on the environment</li> <li>• Minimise waste generation</li> <li>• Eliminate unnecessary packaging and single use plastic</li> <li>• Use recyclable, compostable or reusable materials</li> <li>• Promote access by public transport</li> </ul>
Social	<ul style="list-style-type: none"> <li>• Respect and acknowledge traditional custodians of the land</li> <li>• Be inclusive and accessible</li> <li>• Build social connections and encourage community participation</li> <li>• Be vibrant and add life to our public areas</li> </ul>
Economic	<ul style="list-style-type: none"> <li>• Support local businesses and promote economic development</li> <li>• Activate our open spaces, CBDs and village centres</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Be well planned, to reduce risk and duplication of events</li> </ul>

- b) *The suitability of the event location* - Council will consider factors such as the size of the event and other bookings for the location and surrounding areas.
- c) *The relevant permits required to obtain approval* - Council will consider the application in conjunction with the relevant additional permits from other agencies (see **Section 3**).
- d) *Timeframes required for approval* - in assessing the application, Council will consider whether sufficient time has been allowed to gain approval from all relevant agencies.
- e) *Demonstrated capacity of event organisers* - Council will consider the experience of event organisers in relation to the scale of the event.

**Note:** Council may require a site meeting with the event organiser before approval is given. **Section 4** of these guidelines provides a list of the matters that will need to be addressed and/or documentation provided in support of an Application for Public Event Permit.

**2.3. Event Flow Chart**

The below chart illustrates the general process for holding a public event in the North Sydney Local Government Area.



**2.4. Event Fees**

Council sets low fees for public events in order to encourage events that bring social and economic benefit to the community. All fees listed are inclusive of GST.

Some of the common fees that apply are:

- a) **Public Event Permit fee** - the fee for public events is set according to the location, complexity, duration, impact and community benefit of the event. Additional fees to cover loss of revenue from parking or other facilities may also be negotiated.

Council reserves the right to vary or waive these fees depending on the details of a particular event. The below fees are as per Council's adopted fees schedule:

<b>Simple event</b>	Application fee	Not required
	Neighbourhood park permit fee	No fee
	Premium park permit fee	No fee
	Bond*	Not required
<b>Detailed event</b>	Application fee	\$280
	Neighbourhood park permit fee	\$280
	Premium park permit fee	\$687
	Bond*	\$1,000
<b>Complex event</b>	Application fee	\$683
	Neighbourhood park permit fee	\$687
	Premium park permit fee	\$6,765
	Bond*	\$2,000

*\*Council reserves the right to vary the bond amount depending on the complexity and duration of the event. Any variation to the bond amount will be assessed against factors including, but not limited to, the scale of the event, past performance and likely risks.*

**Note:** Premium Parks are identified as: St Leonards Park, Bradfield Park, Mary Booth Reserve, Captain Waterhouse Reserve, and Blues Point Reserve. Council may consider waiving fees for public events organised by community-based government agencies, not-for-profit organisations, charities and other events that have significant benefit for the local community. Evidence of an organisation's not-for-profit or charitable status must be produced on request.

b) **Recovery of foregone parking meter revenue**

- Daily charge per parking bay where parking meter/s are inoperable due to a public event. Fees vary depending on the parking demand area.

High demand area	\$45
Medium demand area	\$40
Low demand area	\$30

c) **Temporary Road Closures**

- fees vary depending on type and scale of road closure.

Assessment of Traffic Management Plans – Road closure	\$1,900
Assessment of Traffic Management Plans – Medium Impact	\$330
Assessment of Traffic Management Plans – Low Impact	\$165

For more detail [Click here](#).

- d) **Bins** - \$81 (GST incl.) per bin (dry hire only) Event organiser will need to organise the servicing of the bins during the event operations.
- e) **Staff** - \$150 (GST Incl.) per hour North Sydney Council event officers will be required to be present at Complex events and may be required at other events. Fees are applicable for outside business hours and requirements will be discussed with the event organiser after review of the event application.
- f) **Other agencies** - may charge for permits or services required (refer to **Section 3.2**).

### **2.5. Approval**

Once Council has determined that the event may proceed and has received all necessary applications, documentation and fees owed Council will forward a Public Event Permit approval letter or an event agreement which will specify terms and conditions for the public event.

## **3. PUBLIC EVENT APPLICATION**

### **3.1. Public Event Permit Application**

The Public Event Permit Application is a document which must be created by the event organiser specific for the Event and North Sydney Council. Council has a [Checklist for Public Event Permit](#) which lists all of the information required in the application. Events will not be assessed unless all the relevant information is provided. Council staff may request additional information to complete the assessment.

Where documentation needs to be updated, for example, where public liability insurance is due to expire after the application is lodged but before the event, updated documentation must be forwarded no later than one (1) week prior to the event.

For detailed and complex events, where event organisers require in principle support before permits can be sought from other agencies, a detailed concept plan must be provided to Council in the first instance.

The concept plan should address the items in the Checklist for Public Event Permit. For example, the concept plan might show how the event organiser expects to manage traffic, but a detailed traffic management plan would not be required.

### **3.2. Who Gives Approval?**

Council gives approval for:

- the public event; and
- temporary road closures.



The following additional permits and services may also be required to be provided as part of a Public Event Permit Application. Applications for the following services should be made directly to the relevant agency. It is the responsibility of the event organiser to arrange these. Fees and charges may apply specific to each agency.

Service	Authority
Liquor Licence	Liquor and Gaming NSW
User Pays Police Notice of Intention to Hold a Public Assembly	NSW Police
Road Occupancy Licence and Special Event Clearways	Transport for NSW
Sydney Harbour Bridge Usage (including footpath)	Transport for NSW
Aquatic Licence	Service NSW
Transport arrangements	Transport Management Centre, Transport for NSW (trains, ferries, buses), NSW Taxi Council
Pyrotechnics	WorkCover
Music	OneMusic Australia.
Drones	Civil Aviation Safety Authority

While permits are not required, it may also be appropriate to advise Fire and Rescue NSW and NSW. North Sydney Council will advise of any other agency approval required at the time of application.

#### 4. CHECKLIST OF PUBLIC EVENT PERMIT APPLICATION

Applicants are required to include the following items and provide documentation where relevant in support of their Public Event Permit Application. **Section 5** of these guidelines provides the standard conditions associated with approvals. Other special conditions may also apply.

##### 4.1. Event organiser's details

Provide the following:

- Company/charity/organisation name
- Name and contact details of two (2) representatives, including their:
  - role/position
  - street address
  - postal address
  - mobile phone/contact number
  - email address
- Emergency contact for the days leading up to the event and two (2) contacts for the day of the event itself
- ABN (if applicable)
- Proof of not-for-profit status (if applicable)

#### **4.2. Event outline**

- Detail the purpose/reason for holding the event;
- Provide details of entry for participants, including if the event is ticketed and/or there is a cost for entry;
- If the public event fee will be for charity/donation, detail who will benefit from the funds raised at the event, and what percentage of the funds are going to charity;
- Include the date and duration of the event, including times required for bump in and bump out. The inclusion of a timeline / runsheet for the event is also required.

#### **4.3. Community notification**

Depending on the scale and impact of the event, the event organiser may be required to notify key stakeholders, including the residents and businesses in the immediate vicinity of the event site.

The community should be advised at least five (5) working days before the event (14 days for large complex events). The notification should include:

- The name and purpose of the event;
- The date and time, including bump-in and bump-out;
- A description of the event, including locations of all infrastructure and equipment;
- Expected number of participants and whether it will be a ticketed event;
- Any expected disruption to residents and businesses;
- Changes to traffic arrangements, parking and any road closures;
- Any changes to public transport arrangements;
- Contact details for public enquiries.

For large public events that create significant community disruption, the applicant may be required by Council to provide additional community consultation such as attendance at community meetings.

#### **4.4. Venue/park to be used and date**

Provide detailed information on the venue required for the event, including the name of the venue, exact location within the venue and the size of space required.

#### **4.5. Map of site**

Include a detailed and accurate map of the event layout in the application. The map must show the location that the event will be held within the venue and indicate the location of all infrastructure and any other items, such as generators, trestle tables, road closures, temporary fencing, etc. The map is not required to be to scale but must be accurate enough for Council to assess the likely impact of the event and potential issues that may need to be addressed.

### 4.6. Waste management

- Provide details of waste management plans, including the type of waste likely to be generated by the event (e.g. cardboard boxes, food scraps, serviettes) and a waste minimisation strategy outlining how waste will be reduced, reused and recycled.
- Provide a completed Bin Hire/Bin Bond Form from Council (if required).
- Provide details of how the waste management plans will be communicated to caterers, vendors and participants.

#### 4.7. Sustainability

- Provide Council with a Sustainable Event Management Plan in accordance with Council's *Sustainable Public Events Policy* and *Plastic Free North Sydney* detailing the sustainability initiatives in place in relation to the event such as purchasing local services and products and water efficient practices.
- Single use items will be replaced with reusable alternatives where feasible. Where single use items cannot be avoided, and reusable alternatives are not feasible, compostable alternatives should be used.
- Promotion of sustainable transport options, including green travel guides, public and active transport and if appropriate car share or carpooling sites.
- Any other initiative to reduce the environmental impact of the event.

#### 4.8. Crowd management

- Provide an expected crowd number or projected number of participants.
- Detail methods to be used to ensure crowds are controlled and safe at the event. e.g. ticketing the event.

#### 4.9. Toilet facilities

- Identify the nearest public amenities available.
- Provide detail on any additional portable toilet facilities, including accessible toilets being provided and the proposed location of delivery. Council staff can provide applicants with the recommended number of toilets needed based on the specifics of the event.

#### 4.10. Traffic and transport management

- Detail the effects of the event on adjacent roads and vehicular traffic.
- Provide information on proposed transport and parking arrangements for event organisers, suppliers and participants, including arrangements for people with disabilities.
- Provide details of how any additional vehicular traffic that the event will attract to the area will be managed, including details of planned road closures, and decommissioning of parking meters, etc.
- Attach a Traffic Management Plan and Traffic Guidance Schemes (see **Section 4.26**) where needed.

#### 4.11. Noise considerations

- Provide details on any noise considerations, including amplified and unamplified entertainment and noise that may be generated by machinery or other means.
- Provide specific detail on any amplification required, the location of speakers and how sound will be monitored throughout the event.
- Provide details of the location's proximity to nearby properties, and the duration, nature and extent of the amplified sound.

#### 4.12. Infrastructure and utilities

- Provide details of how water, power and lighting will be provided to the event.
- Provide detailed information on infrastructure required for the event, including but not limited to staging, furniture, stalls, signage, banners, marquees, toilets, projection towers, generators, fencing and bins.

#### 4.13. Food/beverages

- Provide details of plans to provide or sell food or drinks.
- Provide details of alcohol to be served/sold or sampled.
- Provide evidence of Liquor Licence and Alcohol Management Plan (where applicable).
- Provide details of how each food stall at the event will comply with Council's *Requirements for the Operation of a Temporary Food Stall*.
- Food stall holders attending an event must also complete and submit a *Temporary Food Stall Registration Form*.

#### 4.14. Evidence of Public Liability Insurance

Provide Certificate of Currency of Public Liability Insurance to no less than \$AU 20 million cover. The insurance must be valid at the time of the event, include Australia in the geographic scope and the specific event/activity being undertaken.

#### 4.15. Evidence of Workers Compensation Insurance and/or Volunteer Insurance

Provide Certificate of Currency of Workers Compensation Insurance that covers all workers and/or contractors. If required provide evidence of insurance covering voluntary workers engaged by the organisation.

#### 4.16. Sub-contractors - amusements, rides, animals, entertainment, bands, etc.

- Provide details of sub-contractors and the service to be provided to the event.
- The event organiser must obtain and provide Council with a copy of all sub-contractor Certificates of Currency of Public Liability Insurance (\$AU 20 million) and Certificates of Currency of Workers Compensation Insurance.
- Ensure copies of other relevant documentation, such as Working with Children Checks, Safe Work Method Statements (SWMS), Material Safety Data Sheets (MSDS), Engineers Certification and Compliance of Australian Standard are available on request.

#### 4.17. Music – OneMusic approvals

Provide details of music to be played and provide evidence of appropriate licences from OneMusic Australia. More information is available from [www.onemusic.com.au](http://www.onemusic.com.au).

**4.18. Signage plan**

Provide detailed information of signage to be displayed at the event, installation or attachment method, locations and text. For promotional signage, refer to **Section 4.19**.

**4.19. Promotional plan**

Outline how the event will be promoted, for example, website, advertising, partnership, social media and ambassadors.

- Include information on pre-event, during event and post promotion if relevant.
- Include details of plans for capturing images of the event.
- Include general filming and photography in the event application.
- Drones you will need to complete a filming and photography permit, please refer to [Filming and photography – North Sydney Council](#), read over conditions and fill out the online application.
- For temporary signs, refer to section 5.13.

**4.20. First aid**

Provide information on plans for provision of first aid in an emergency and for minor incidents.

**4.21. Risk assessment/risk management**

Provide a detailed risk assessment and a plan for managing risk during the event including evacuation, fire, natural disaster and other emergency potentialities. In some circumstances, Council may ask for a plan to ameliorate a specific risk that has been identified. A risk management template can be provided upon request.

**4.22. Security personnel**

Provide details of security personnel required for the event including company name, contact names, hours of service, number of guards and outline of duties.

**4.23. Aquatic Licence**

Provide an Aquatic Licence where required. Proof of approval must be enclosed with the application.

**4.24. Access and inclusion**

North Sydney Council is committed to addressing the needs of older people and people with a disability. Provide detail on considerations to make the event accessible and inclusive. For further information or advice contact Council's Access & Inclusion Coordinator on (02) 9936 8195.

#### **4.25. Activity debrief meeting and report**

Following the event, organisers should provide a brief report and/or meet with Council staff to provide an overview of the event and any feedback or potential improvements to Council's event processes. The report should include the number of attendees at the event, funds or awareness raised for charity, feedback from local residents, overall success of event, as well as any public liability issues.

#### **4.26. Street based events**

If the event is planned to be staged on a street or road in North Sydney, in addition to the above the event organiser will also be required to apply to the North Sydney Traffic Committee for any temporary road closures, as per Transport for NSW (TfNSW) requirements, [occupy road permit](#). This form should be submitted with the public event permit application.

Applications for the temporary closure of roads are to be submitted to the Traffic Committee. Applications to the Traffic Committee must include a detailed Traffic Management Plan and Traffic Guidance Schemes, produced by an accredited traffic professional to comply with Council and TfNSW traffic regulations and requirements. A Road Occupancy Licence may also be required. Council recommends that this application is received at least four months prior to the event, to allow sufficient time for Traffic Committee meetings and approvals.

For further information, refer to TfNSW [Event Management Guidelines](#) including the [Guide to Traffic and Transport Management for Special Events](#) and North Sydney Traffic Committee.

#### **4.27. Notice of intention to hold a public assembly - NSW Police Notification**

After assessment of the application, Council will advise if a [Notice of Intention to Hold a Public Assembly](#) form (NSW Police) must be completed.

If required, the form must be submitted to the North Shore Police Area Command ([nsparecords@police.nsw.gov.au](mailto:nsparecords@police.nsw.gov.au)). More information and the form are available at <http://www.police.nsw.gov.au>. Council must receive evidence of approval and any conditions set from NSW Police.

## **5. TERMS AND CONDITIONS FOR USE OF PUBLIC LAND**

### **5.1. Event activity - standard approval conditions for public events**

Note: The conditions listed below are Council's standard conditions. Additional conditions may be applied to specific events where appropriate.

**5.2. Indemnity and insurance**

- a) The event organiser occupies and uses the event site at the event organiser's own risk.
- b) The event organiser shall indemnify Council against any claims for injury to persons or damage to property arising out of such approval. Such indemnity shall be expressed in the form of a public liability insurance policy in the minimum amount of \$20,000,000 for any individual claim which may be made. The event organiser must provide a Public Liability Certificate of Currency to the Council noting the interests of North Sydney Council.
- c) Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with the event installed on Council owned/controlled land. All infrastructure and equipment that is on site is at the organisers own risk.

**5.3. Responsibilities of event organiser**

- a) The Public Event Permit Approval Letter granting approval for the event or a copy of the signed Event Agreement must be kept on the location at all times and made available for inspection upon request.
- b) The event organiser is, at all times, responsible for the good order, conduct and behaviour of those persons attending the event.
- c) It is the responsibility of the event organiser to comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and to ensure that all employees, agents and other persons associated with the event also comply.
- d) The event organiser agrees to adhere to all reasonable directions or requests given by any authorised officer of North Sydney Council, members of the NSW Police, or any other applicable authority.
- e) The event organiser shall provide to Council a phone number of primary and secondary persons who may be contacted on the day(s) of the event.
- f) The event organiser's strategies for emergency and risk management must comply with Australian Standards AS ISO 31000:2018.
- g) Where security services are engaged, all security personnel must be appropriately licensed in accordance with current NSW legislative and regulatory requirements.
- h) The event organiser is responsible for ensuring that all plans for the event that have been submitted to (and approved by) Council are adhered to.
- i) The event organiser is responsible for ensuring the event complies with all relevant state and federal legislation and regulations.

**5.4. Asset protection**

- a) The event organiser must take measures to protect the site from damage.



- b) Grass in high traffic areas must be protected by the use of portable flooring or a similar product.
- c) Sensitive garden beds and plantings must be protected by barricades to prevent public access.
- d) Significant trees must be protected with fencing and appropriate placement of infrastructure.
- e) The event organiser must ensure that there is no pruning or removal of trees and plants or parts thereof (unless agreed to and undertaken by Council).
- f) Any and all damages to Council land or property caused by the event will result in the forfeiting of the paid bond and/or being required to pay Council to remedy the damages (whichever is higher).
- g) The event organiser must note that the use of paint or chalk will not be permitted during any event held on Council land.

#### **5.5. Access/vehicles**

- a) Access to the event site must be maintained for emergency vehicles and/or owners/tenants of properties requiring access. A minimum of 2.5 metres must be maintained for pedestrian access at all times.
- b) Council must be notified in writing of any vehicles requiring access to a park.
- c) Authorised vehicles should use hard surfaces where available. Council officers will determine the entry and route of vehicles through the park. Turf protection measures may be required.
- d) Vehicle access to parks will not be permitted during or after wet weather. The event organiser must liaise with Council regarding grounds closed by wet weather.
- e) Authorised vehicles must be escorted through the venue with hazard lights on and not exceed walking pace.
- f) Illegally parked vehicles may be fined.

#### **5.6. Waste**

- a) The event organiser must ensure that event site and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases.

#### **5.7. Road closure**

- a) Where road closures apply, the details of the approved Transport Management Plan and/or Traffic Management Plan must be adhered to.

#### **5.8. Noise**

- a) No public address system or electronically operated equipment shall be used without approval by Council.
- b) Noise, whether it is amplified or unamplified, must be conducted within [EPA Guidelines](#).

- c) If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to a reasonable level.

#### **5.9. Animals**

- a) Event organisers must provide details of any activity involving animals and provide relevant operating licences and compliance documentation as well as comply with relevant legislation.
- b) Animals must be contained within the approved area.
- c) The event site must be clean and tidy and free of any waste at the completion of any activities.

#### **5.10. Food**

- a) The event organiser must ensure that the preparation and sale of food complies with the provisions of the *Food Act 2003, Food (General) Regulations 2015, Food Safety Standards 3.2.2, Council's Requirements for the Operation of a Temporary Food Stall*, and the NSW Food Authority *Markets and Temporary Events* or *Mobile Food Vendors* requirements.
- b) No open flames are permitted unless approved by Council as part of the event.

#### **5.11. Income/fundraising/sales**

- a) The collection of monies and/or selling of goods is not allowed within the event site unless approved by Council as part of the event.
- b) Council will not collect money for a non-Council event on the event organiser's behalf.

#### **5.12. Promotional material**

- a) Where Council is a sponsor of an event, the event organiser shall provide copies of all promotional materials prior to distribution for approval.
- b) Promotional material, including give-aways, should be recyclable or reusable and not generate unnecessary waste.
- c) Under Council's discretion and with permission from the event organiser, Council may promote events of community interest in the Council e-newsletter and other communications.

#### **5.13. Signage**

Temporary signs advertising events, including sponsorship of the event, may be erected after seeking approval from Council and must comply with the following general requirements:

- a) must not be displayed earlier than fourteen (14) days before the event and must be removed within two (2) days of the conclusion of the event;
- b) must not impede pedestrian and vehicular access or movement;
- c) must not obstruct the sight line of pedestrian or vehicular traffic;

- d) must be for a one-off or annual event;
- e) must not be illuminated;
- f) if on the site of a heritage item or draft heritage item, must not be attached to a building;
- g) if advertising a commercial or retail event, must not be constructed or installed in a residential zone;
- h) sponsor names or logos must be less prominent than event details;
- i) must be weighted or affixed to an approved place (no pegging permitted).

#### **5.14. Alcohol**

- a) Where alcohol is being sold, a copy of the Liquor License must be supplied to Council and displayed at the event. An Alcohol Management Plan must be supplied as part of the Application for Public Event Permit.

#### **5.15. Music**

- a) The event organiser is responsible for obtaining the appropriate licences from OneMusic.

#### **5.16. Temporary structures**

- a) All infrastructure at the event site must be approved by Council.
- b) Any lighting, rigging, scaffolding or the like must be constructed by a SafeWork NSW licensed rigger.
- c) Temporary structures must meet relevant Australian Standards and be erected and secured in accordance with the manufacturer's/structural specifications.
- d) The type of infrastructure will be assessed by Council to determine its appropriateness for local conditions. The event organiser must comply with any instruction issued by Council in relation to the installation, certification, use and de-installation of infrastructure.
- e) It is the responsibility of the event organiser to contact the 'Dial Before You Dig' (DBYD) organisation and register their enquiry to ascertain the location of any underground services before infrastructure is installed.
- f) All structures must be weighted and not "pegged/staked".
- g) Entry/exits must be arranged with ready egress from all parts of temporary structures.
- h) Alternative arrangements must be made for infrastructure on wet weather affected grounds.

#### **5.17. Risk management**

- a) All events must have a Risk Management Plan that addresses areas such as crowd management, hostile vehicle mitigation, public health, the environment and emergency procedures. The event organiser is responsible for ensuring the Risk Management Plan is adhered to.
- b) The event organiser must ensure risk is managed and minimised throughout the entirety of the event, including during bump-in and bump-out.

- c) Where specialised safety equipment is required, such as fire extinguishers, the equipment must be available at all times, including during bump-in and bump-out.

### **5.18. Child Safe**

North Sydney Council supports the rights of children and young people and is committed to their care and protection. Council believes that the safety and wellbeing of children and young people is everybody's business. Council requires all event organisers to comply with NSW legislation and regulation around child protection, reportable conduct, children's employment and working with children.

As the Event Organiser you need to ensure you have created a secure and enjoyable environment for families and children that are attending the public event you are holding.

For further information please go to [Child safety and wellbeing – North Sydney Council \(nsw.gov.au\)](https://nsw.gov.au) or <https://ocg.nsw.gov.au/>.

### **5.19. Rectification**

- a) The event site must be left in the same condition as it was in prior to the event. Any damage to the area or infrastructure, and any remedial work or additional cleaning required, will be charged to the event organiser.

### **5.20. Fees and charges/refunds/cancellations**

- a) The event organiser agrees to pay all fees and charges (including bonds) for the use of the event site prior to the Public Event Permit being issued.
- b) Once an application has been received and processed by Council, cancellations are only accepted in writing.
- c) No refund will be issued for cancellations that are received less than seven (7) days prior to the event start date.
- d) Cancellations received in writing seven (7) days or more prior to the event start date may receive a full or partial refund depending on resourcing already expended on the event, including assessment of the application and associated assistance rendered.
- e) Bonds will be refunded to the event organiser within 30 days after the scheduled date of the event subject to the park/open space being returned back to its original condition.

### 6. RELATED DOCUMENTATION

In addition to Council's *Public Events Policy*, these guidelines should be read in conjunction with the following Council policies and documents:

- Any relevant Council Plan of Management made under the *Local Government Act 1993* and *Crown Lands Act 1989*
- Permit to Display Banners on Council Property
- Community Engagement Policy
- Corporate Sponsorship Policy
- Mobile Food Vending Vehicles Policy and Temporary Food Stalls Policy
- North Sydney Local Environmental Plan (2013)
- North Sydney Development Control Plan (2013)
- Public Events Policy
- Sustainable Public Events Policy
- Plastic Free North Sydney
- filming within council area policy

**For any public event enquiries please contact Council's Events Officer**

**Phone: (02) 9936 8100**

**Email: [events@northsydney.nsw.gov.au](mailto:events@northsydney.nsw.gov.au)**

**Website: [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)**